

Director of the Area Career & Technical Education Center

- Qualifications:**
- 1) North Dakota Teaching Certificate
 - 2) Teaching Experience in an area of Career and Technical Education
 - 4) Career and Technical Education Administration Credential or Ability to Obtain
 - 5) Secondary Administrative Experience Preferred

Major Performance Responsibilities:

The role of the Director of the Area Career and Technical Education Center is to supervise the overall operation of the Area Career and Technical Education Center.

Position Responsibilities:

1. Assure compliance with State Department of Career and Technical Education requirements.
2. Oversees the collection, review, preparation and submission of all forms and reports required by the State Board of Career and Technical Education.
3. Assists in the preparation, administration and control of the career and technical education program budgets.
4. Evaluates Career and Technical Education programs at all member schools and makes recommendations concerning additions and changes in such programs.
5. Oversees the enrollment, delivery, communication and monitoring of the programs, schools, and students within the Area Career & Technology Center.
6. Identifies, writes and monitors Federal and State grants for Career and Technical Education programs.
7. Establish functioning of advisory committees in all CTE programs which meet a minimum of twice a year.
8. Assist in hiring of Career and Technical Education teachers.
9. Interprets and promotes Career and Technical Education in the Great Northwest and surrounding communities.
10. Works with business, industry and other agencies and partners in the development and implementation of career development experiences including job shadow and internship programs.

11. Maintains working relationship with business, industries and other agencies and partners to ensure that career and technical education programs are teaching the appropriate knowledge and skills consistent with employment needs.
12. Work with and keep communication lines open with superintendents, principals, counselors and teachers of participating school districts, and the Dean for Instructional Effectiveness & Curriculum at WSC.
13. Prepares and administers the Annual Plan for Career and Technical Education.
14. Cooperates with the Curriculum, Instruction, Assessment and Professional Development Director in the review, development, and evaluation of curriculum for Career and Technical Education.
15. Arranges and facilitates staff development training for all Career and Technical Education instructors.
16. Promotes and assists in Career and Technical Student Organizations.
17. Maintains professional growth and development through active involvement in state, regional and national activities.
18. Attends and participates in all CTE Board meetings.
19. Prepares material for CTE Board meetings.
20. Prepares and submits recommendations to CTE Board on all matters requiring Board action.
21. Compile information for various reports for Board member review.
22. Keep Board members, superintendents, instructors and office staff informed of important happenings and changes affecting the program.
23. Attend all REA Administrators Meetings
24. Performs other duties as assigned.

Terms of Employment:

48-week contract

If you would like to apply or would like further information, please forward your questions, or letter of application and resume, to Janice.Arnson@sendit.nodak.edu